

# APPLICATION FOR RECORDS DISPOSITION STANDARD

**INSTRUCTIONS:** Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

<b>3. Dept., Division, Subdivision &amp; Administering Office Address</b> Department of Planning and Public Affairs Division of Planning and Marketing 2200 Peachtree Summit Building 401 West Peachtree Street NE Atlanta, Georgia 30308		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Date Received</td> <td style="width: 33%; border: none;">Application No.</td> <td style="width: 33%; border: none;">Date Completed</td> </tr> <tr> <td style="border: none;">MAR - 2 1978</td> <td style="border: none;">78-55</td> <td style="border: none;">MAR 20 1978</td> </tr> </table> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">1. Application</td> <td style="width: 50%; border: none;">2. Dept. Application No.</td> </tr> </table>		Date Received	Application No.	Date Completed	MAR - 2 1978	78-55	MAR 20 1978	1. Application	2. Dept. Application No.
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1. Application	2. Dept. Application No.										
<b>4. Person to Contact</b> Bruce B. Emory		<b>5. Working Title</b> Manager of Transit Systems Planning									
<b>6. Telephone Number</b> 586-5161											
<b>7. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void											
<b>8. Dates of Series</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Earliest</td> <td style="width: 50%; border: none;">Latest</td> </tr> <tr> <td style="border: none;">1971</td> <td style="border: none;">present</td> </tr> </table>		Earliest	Latest	1971	present	<b>9. Records Series Title (followed by title used in office, if different)</b> MARTA Line and Station Planning File (L-)					
Earliest	Latest										
1971	present										
<b>10. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? <div style="text-align: center; padding: 20px;">see attached</div>											
<b>11. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <div style="margin-top: 10px;">           Documents relating to: coordination of planning and policy formulation and development of guidelines and criteria for the design and construction of rapid transit stations and line segments            Included are: correspondence, memoranda, reports, working papers and other documents relating to the above         </div> <div style="margin-top: 20px;">           File is arranged: by line and by station (see attached example)         </div>											
<b>12. Monthly Reference Rate</b> How often are records referred to which are: One to six months old <u>30</u> ; Seven to twelve months old <u>30</u> ; Thirteen to twenty-four months old <u>30</u> ; twenty-five months and older <u>10</u> ?											
<b>13. Annual Rate of Accumulation of Records</b> Letter-size drawers _____ ; Legal-size drawers <u>1</u> ; Shelves _____ ; Other (specify) _____											

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? <b>possible historical value</b>
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                 |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.    |
| b. Statute of limitation | _____ years. | e. Administrative need            | <u>3</u> years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | <u>3</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

**Urban Mass Transportation Administration External Operating Manual  
III.D.p41.**

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☒ Other completion of project then,

*Cut off inactive file at end of each FY;* place in inactive file, then

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS					
Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Bruce B. Gentry</i>	<u>2/22/78</u>		<i>Wayne C. Corder</i>	<u>2/24/78</u>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>John A. Bata</i>	<u>2/23/78</u>		<i>Shirley</i>	<u>2/24/78</u>
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>John A. Bata</i>	<u>2/23/78</u>		<i>Carolee Hard</i>	<u>3-16-78</u>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas M. Hane</i>	<u>2/23/78</u>			

## EXHIBIT I

### Division of Planning and Marketing Functions and Responsibilities

1. Provide for coordination of MARTA's transit development program with all regional and local governmental planning efforts which involve transportation services, including the Atlanta Regional Transportation Planning Program (ARTPP): preparation of the regional Transportation Improvements Program and its Annual Elements; and Transportation System Management Plan.
2. Support as required the Department of Transit Operations in planning for rail and bus operations, specifically feeder bus routes.
3. Provide assistance to the Department of Transit System Development in rail facility design, particularly through review of the preliminary design of stations and lines to ensure their compatibility with local development plans and proper function in the system.
4. Facilitate progress in system development through execution of required environmental, historical, and archaeological analyses and procurement of necessary approvals.
5. Develop and maintain long-range plans for extensions to the MARTA system; perform analyses to determine appropriate extensions for rail transit service.
6. Evaluate alternatives to approved routes and station locations in terms of service, cost, and environmental impact.
7. Determine through studies location of future transit corridors and methods for protecting right-of-way in such corridors and means for capture of land values thus created.
8. Develop and implement transit marketing programs including accomplishment of necessary research and analyses of passenger characteristics and attitudes, for recommendations on new services and revisions to existing ones, and for implementation of promotional package to enhance the use of all Authority services.
9. Perform special studies and research as appropriate or directed for the support of any units of the Authority.